

We are providing a Microsoft Word version of the revised draft Model State Plan (MSP) for CSBG state agencies to use for planning and development of their FY 2016 State plan. While OMB may require further adjustments to the MSP after they have finalized their review (currently undergoing), this document is the final clearance version.

Community Services Block Grant (CSBG) Model State Plan

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Mandatory Grant Application SF-424

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SECTION 1

CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

- 1.1.** Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.
- 1.1a.** Lead agency [**The Official Code of Georgia Annotated, 49-8-4 (O.C.G.A.) also known as “The Economic Rehabilitation Act of 1975” designates the following:
The Georgia Division of Family and Children Services (DFCS) as the lead state agency for administration of the Community Services Block Grant.**]
- 1.1b.** Cabinet or administrative department of this lead agency [**Check One and narrative where applicable**]
- ☐ Community Services Department
 - ☐ Human Services Department
 - ☐ Social Services Department
 - ☐ Governor’s Office
 - ☐ Community Affairs Department
 - ☒ Other, describe: [**Georgia Division of Family and Children Services – contractual and financial functions are housed in the Department of Human Services**]
- 1.1c.** Division, bureau, or office of the CSBG authorized official [**Georgia Division of Family and Children Services**]
- 1.1d.** Authorized official of the lead agency [**Bobby Cagle, Director – Georgia Division of Family and Children Services**]
- Instructional note:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M.
- 1.1e.** Street address [**2 Peachtree Street, Suite 19-490**]
- 1.1f.** City [**Atlanta**]
- 1.1g.** State [**Ga**]
- 1.1h.** Zip [**30303**]
- 1.1i.** Telephone number and extension [**404-651-8409**]
- 1.1j.** Fax number [**404-657-5105**]

This version of the MSP is currently under review by OMB, which may result in additional edits.

1.1k. Email address [**Bobby.Cagle@dhs.ga.gov**]

1.1l. Lead agency website [**<http://dfcs.dhs.georgia.gov/>**]

1.2. Provide the following information in relation to the designated State CSBG point of contact.

Instructional Note: The State CSBG point of contact should be the person that will be the main point of contact for CSBG within the State.

1.2a. Agency name [**Division of Family and Children Services**]

1.2b. Name of the point of contact [**Joycelyn Fowler, Director - LIHEAP and CSBG Programs**]

1.2c. Street address [**2 Peachtree Street, Suite 21-276**]

1.2d. City [**Atlanta**]

1.2e. State [**Georgia**]

1.2f. Zip [**30303**]

1.2g. Point of contact telephone number [**404-657-3426**]

1.2h. Fax number [**404-463-8046**]

1.2i. Point of contact email address [**Joycelyn.Fowler@dhs.ga.gov**]

1.2j. Point of contact agency website [**Narrative, 2500 characters**]

1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly. [**See Attachment A**]

Instructional Note: The letter should be from the chief executive officer of the State and include, at minimum, the designated State CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.

SECTION 2

State Legislation and Regulation

- 2.1. CSBG State Legislation:** Does the State have a statute authorizing CSBG? ☐ Yes ☒ No
- 2.2. CSBG State Regulation:** Does the State have regulations for CSBG? ☒ Yes ☐ No
- 2.3.** If yes was selected in item 2.1 or 2.2, attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate. **[See Attachment B – CSBG Manual]**
- 2.4. State Authority:** Select a response for each question about the State statute and/or regulations authorizing CSBG:
- 2.4a.** Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? ☐ Yes ☒ No
- 2.4b.** Did the State establish or amend regulations for CSBG last year? ☐ Yes ☒ No
- 2.4c.** Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency? ☒ Yes ☐ No

SECTION 3

State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the State agency that serves as the CSBG lead agency. ***[To strengthen Georgia's families – supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute.]***
- 3.2. State Plan Goals:** Describe the State's CSBG-specific goals for State administration of CSBG under this State Plan.

[Working/Self-Sufficient Customers:

Increase the number of DFCS families achieving self-sufficiency through work or work related activity.

Home/Community-Based Services:

Increase the supply and use of home and community-based human services.

Technology Access:

Increase customer and staff access to information that improves productivity.

Employee Engagement:

Improve Georgia DFCS employee engagement with customers.

Prevention:

Increase the number of Georgia citizens engaging in healthy, pro-social behavior.]

Instructional Note: For examples of "goals," see State Accountability Measure 1Sa(i).

Note: This information is associated with State Accountability Measure 1Sa(i) and may pre-populate the State's annual report form.

- 3.3. State Plan Development:** Indicate the information and input the State accessed to develop this State Plan.

3.3a. Analysis of [Check all that applies and narrative where applicable]

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☐ U.S. Census data
- ☒ State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☐ Other data (describe) **[Narrative, 2500 characters]**
- ☐ Eligible entity community needs assessments
- ☒ Eligible entity plans

- ☐ Other information from eligible entities, e.g., State required reports (describe) **[Narrative, 2500 characters]**

3.3b. Consultation with [Check all that applies and narrative where applicable]

- X Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- X State community action association and regional CSBG T & TA providers
- ☐ State partners and/or stakeholders (describe) **[Narrative, 2500 characters]**
- ☐ National organizations (describe) **[Narrative, 2500 characters]**
- ☐ Other (describe) **[Narrative, 2500 characters]**

3.4. Eligible Entity Involvement

- 3.4a.** Describe the specific steps the State took in developing the State Plan to involve the eligible entities. **[The State CSBG Program requested a day during the Georgia Community Action Association Quarterly Board Meeting in May. At that time the state office provided information and accepted comments and suggestions on the state plan, accountability measures, programmatic changes, as well as updates to the state plan, state policy manual, and procedures that will affect how business is conducted at the local level and the State level. In addition the state entertained comments and suggestions pertaining to the CSBG program.]**

Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form.

If this is the first year filling out the automated State Plan, skip the following question.

- 3.4b. Performance Management Adjustment:** How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order 1) to encourage eligible entity participation and 2) to ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and may pre-populate the State's annual report form.

If this is the first year filling out the automated State Plan, skip the following question.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the State's target for eligible entity Overall Satisfaction during the performance period: _____. **[Numerical, 3 digits]**

Instructional Note: The State's target score will indicate improvement or maintenance of the States' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the State's eligible entities. (See information about the ACSI in the CSBG State Accountability Measures document.)

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form.

SECTION 4

CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under Section 676(e)(2) of the Act. **[A Public Hearing to review the plan for use of CSBG funds was held June 8, 2015.]**
- 4.2. Public Notice/Hearing:** Describe how the State ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. **[The hearing was advertised on the Division of Family and Children Services website. A summary of CSBG services was made available at the public hearing. The draft state plan was posted on the website for any interested part to review. Copies of the draft plan were disseminated for review to the twenty-four CSBG eligible entities.]**
- 4.3. Public and Legislative Hearings:** Specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act. (If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail).

Instructional Note: The date(s) for the public hearing(s) must have occurred in the year prior to the first Federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first Federal fiscal year covered by this plan.

Date	Location	Type of Hearing [Select an option]
[June 8, 2015]	[2 Peachtree Street, Suite 26-121, Atlanta, Ga. 30303]	<ul style="list-style-type: none"> Public
[January 22, 2015]	Georgia General Assembly	<ul style="list-style-type: none"> Legislative
ADD a ROW function Note: rows will be able to be added for each additional hearing		

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings. **[See Attachment C Hearing Notice]**

SECTION 5

CSBG Eligible Entities

- 5.1. CSBG Eligible Entities:** In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

CSBG Eligible Entity	Public or Nonprofit	Type of Entity (choose all that apply)	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
Area Committee to Improve Opportunities Now, Inc. (ACTION)	Nonprofit	Community Action Agency	Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee Oglethorpe, Walton	[Narrative, 2500 characters] If "Other" is selected in column 3, provide further detail here
Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)	Nonprofit	Community Action Agency	Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Wilkes	
Clayton County Community Services Authority, Inc.	Nonprofit	Community Action Agency	Clayton, Fayette	
Coastal Georgia Area Community Action Authority, Inc.	Nonprofit	Community Action Agency	Bryan, Camden, Glynn, Liberty, McIntosh	
Coastal Plain Area Community Action Authority, Inc.	Nonprofit	Community Action Agency	Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner	
Community Action for Improvement, Inc. (CAFI)	Nonprofit	Community Action Agency	Carroll, Coweta, Heard, Meriwether, Troup	
Concerted Services, Inc.	Nonprofit	Community Action Agency	Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham,	

CSBG Eligible Entity	Public or Nonprofit	Type of Entity (choose all that apply)	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
			Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, Wayne	
EOA Savannah – Chatham County, Inc.	Nonprofit	Community Action Agency	Chatham	
Enrichment Services Program, Inc. (ESP)	Nonprofit	Community Action Agency	Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot	
Fulton-Atlanta Community Action Authority, Inc. (FACAA)	Nonprofit	Community Action Agency	Fulton	
Heart of Georgia CAC, Inc.	Nonprofit	Community Action Agency	Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox	
Macon-Bibb County Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency	Bibb	
Middle Georgia CAC, Inc.	Nonprofit	Community Action Agency	Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Twiggs, Upson, Spalding	
Ninth District Opportunity, Inc.	Nonprofit	Community Action Agency	Banks, Barrow, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White	
North Georgia Community Action, Inc.	Nonprofit	Community Action Agency	Catoosa, Chattooga, Cherokee, Dade, Fannin, Gilmer, Murray, Pickens, Walker, Whitfield	
Overview	Nonprofit	Community Action Agency	Baldwin, Greene, Hancock, Jasper, Johnson, Morgan, Putnam, Washington, Wilkinson	
Partnership for Community Action, Inc.	Nonprofit	Community Action Agency	DeKalb, Gwinnett, Newton, Rockdale, Walton	
Southwest Georgia	Nonprofit	Community Action	Baker, Calhoun,	

CSBG Eligible Entity	Public or Nonprofit	Type of Entity (choose all that apply)	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
CAC, Inc.		Agency	Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth	
Tallatoona CAP, Inc.	Nonprofit	Community Action Agency	Bartow, Douglas, Floyd, Gordon, Haralson, Paulding, Polk	
West Central Georgia CAC, Inc.	Nonprofit	Community Action Agency	Crisp, Dooley, Macon, Marion, Schley, Sumter, Taylor, Webster	
Cobb County Board of Commissioners	Public	Local Government Agency	Cobb County	
Henry County Board of Commissioners	Public	Local Government Agency	Henry County	
Newton County Board of Commissioners	Public	Local Government Agency	Newton County	
Spalding County Board of Commissioners	Public	Local Government Agency	Spalding County	
ADD A ROW function Note: rows will be able to be added for each eligible entity funded in the State				

5.2. Total number of CSBG eligible entities: 24 [This will automatically update based on chart in 5.1]

5.3. **Changes to Eligible Entities List:** Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? If yes, briefly describe the changes. ☐ Yes ☒ No
[If yes is selected – Narrative, 2500 characters]

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a State provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A State must provide "no less than 90 percent" of their CSBG allocation, under Section 675B, to the eligible entities.

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SECTION 6

Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

- 6.1. Choice of Standards:** Check the box that applies. If using alternative standards, a) attach the complete list of alternative organizational standards, b) describe the reasons for using alternative standards, and c) describe how the standards are at least as rigorous as the COE-developed standards.
- ☒ The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)
- ☐ The State will use an alternative set of organizational standards **[Attach supporting documentation if this option is selected]**
- 6.2.** If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138? ☐ Yes ☒ No
- 6.2a.** If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale. **[Narrative, 2500 characters]**
- 6.3.** How will/has the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act? If "Other" is selected, provide a timeline and additional information, as necessary. **[Check all that applies and narrative where applicable]**
- ☐ Regulation
- ☒ Policy
- ☒ Contracts with eligible entities
- ☐ Other, describe: **[Narrative, 2500 characters]**
- 6.4.** How will the State assess eligible entities against organizational standards, as described in IM 138? **[Check all that applies]**
- ☐ Peer-to-peer review (with validation by the State or State-authorized third party)
- ☒ Self-assessment (with validation by the State or State-authorized third party)
- ☐ Self-assessment/peer review with State risk analysis
- ☐ State-authorized third party validation
- ☒ Regular, on-site CSBG monitoring
- ☐ Other

- 6.4a. Describe the assessment process. [The Easy Track system has been revised to capture an agencies self-assessment and will assign the percentage of compliance with the standards.]**

- 6.5.** Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138?

☐ Yes ☒ No

- 6.5a.** If yes was selected in item 6.5, list the specific eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption. **[Narrative, 2500 characters or attach document]**

If this is the first year filling out the automated State Plan, skip the following question.

- 6.6. Performance Target:** What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? **[Insert a percentage]**

Note: This information is associated with State Accountability Measures 6Sa and may pre-populate the State's annual report form.

SECTION 7

State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1 Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. **[Check one and narrative where applicable]**

- Historic
- X Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other **[Narrative, 2500 Characters]**

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? X Yes ☐ No

7.2. Planned Allocation: Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

Planned CSBG 90 Percent Funds				
CSBG Eligible Entity	Year One		Year Two	
	Funding Amount \$	Funding Amount %	Funding Amount \$	Funding Amount %
Will be auto-populated from Section 5, Table 5.1, Column 1	Enter either the dollar amount or percentage for each eligible entity for the first year that this plan covers		Enter either the dollar amount or percentage for each eligible entity for the second year that this plan covers (If this is a one-year plan, these columns can be left blank)	
Area Committee to Improve Opportunities Now, Inc. (ACTION)		732,012		

Planned CSBG 90 Percent Funds				
Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)		893,622		
Clayton County Community Services Authority, Inc.		484,535		
Coastal Georgia Area Community Action Authority, Inc.		354,066		
Coastal Plain Area Community Action Authority, Inc.		546,610		
Community Action for Improvement, Inc. (CAFI)		478,330		
Concerted Services, Inc.		871,908		
EOA Savannah – Chatham County, Inc.		463,757		
Enrichment Services Program, Inc. (ESP)		482,152		
Fulton-Atlanta Community Action Authority, Inc. (FACAA)		1,581,691		

Planned CSBG 90 Percent Funds				
Heart of Georgia CAC, Inc.		310,994		
Macon-Bibb County Economic Opportunity Council, Inc.		355,380		
Middle Georgia CAC, Inc.		505,914		
Ninth District Opportunity, Inc.		718,066		
North Georgia Community Action, Inc.		681,948		
Overview		279,443		
Partnership for Community Action, Inc.		1,939,525		
Southwest Georgia CAC, Inc.		872,061		
Tallatoona CAP, Inc.		784,854		
West Central Georgia CAC, Inc.		275,305		

Planned CSBG 90 Percent Funds				
Cobb County Board of Commissioners		555,421		
Henry County Board of Commissioners		112,161		
Newton County Board of Commissioners		103,039		
Spalding County Board of Commissioners		110,440		
Total	Totals will be auto-populated		Totals will be auto-populated	

7.3. Distribution Process: Describe the specific steps in the State’s process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about State legislative approval or other types of administrative approval (such as approval by a board or commission). **[CSBG funds are distributed to all 24 eligible entities based on an existing formula previously adopted by Georgia DFCS and a committee of representatives of CSBG eligible entities. Currently no State legislative approval is required.]**

The formula is as follows:

65% of the base allocation is allotted to each eligible entity

35% multiplied by the individual/family poverty rate of the service area.

Eligible entities that have funds remaining for a fiscal year may request to carry-over funds to a succeeding fiscal year. Eligible entities must submit a program plan showing how they intend to expend the funds and the state approves and amends the current fiscal year contract to allow the entity to utilize the funds.

Generally, carryover funds are distributed back to the agency providing that the carryover amount does not exceed 20% of the allocation.

Fund Allocation Estimated Timeline Summary –

Projected budget is developed based on current year – 2 months

Projected budget goes to the legislature for approval and comment – 2 months

Budget Codes are created – 4-6 months (cannot begin the process until we receive these)

Projected allocations determined and submitted to leadership for review – 3 weeks

Projected allocations and contract request provided to the eligible entities - 3 weeks

Boards vote on projected budget – 2 months

Contracts are submitted, which includes projected budget amounts and Project Application Plan (Service Plan) – 2 months

Contracts reviewed, corrected, docs retrieved, business integrity checks, and packet uploaded onto shared drive for retrieval – 3 months

Requisitions are created – 2 months

Contracts are developed and final signature of the eligible entity is obtained – 3 months

Carryover amounts requested and submitted – 2 months

Process Carryover amendment for disbursement – 3 weeks

Contract goes back to the Office of Contracts and Procurement for state certification and execution – 2 weeks

A copy of the executed contract goes to the entity and the program – 3 weeks

Contract payment form, advance payment request, purchase order, and contract forms are submitted to accounts payable for processing – 2 weeks

Advance funds are released to CAA – 2 weeks

Funds are available for reimbursement – 2 weeks

For Carryover amendment - contract payment form, purchase order, and contract forms are submitted to accounts payable for processing – 2 weeks

Carryover amount released to CAAs – 2 weeks]

- 7.4. Distribution Timeframe:** Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? ☒ Yes ☐ No

7.4a. If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption. **[Narrative, 2500 Characters]**

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the State's annual report form.

If this is the first year filling out the automated State Plan, skip the following question.

- 7.5. Performance Management Adjustment:** How is the State improving grant and/or contract administration procedures under this State Plan as compared to past plans? Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any improvements, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the State's annual report form.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

- 7.6.** What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State Plan? The estimate may be in dollars or a percentage. **[10%]**
- 7.7.** How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? **[13]**
- 7.8.** How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? **[13]**

Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

- 7.9.** Does the State have remainder/discretionary funds? ☒ Yes ☐ No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

Note: This response will link to the corresponding assurance, item 14.2.

Instructional Note: The assurance under 676(b)(2) of the Act (item 14.2 of this State Plan) specifically requires a description of how the State intends to use remainder/discretionary funds to "support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act]." Include this description in row "f" of the table below and/or attach the information.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State

Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between row a and row c. If allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa; the responses may pre-populate the State's annual report form.

Use of Remainder/Discretionary Funds					
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Year One		Year Two		Brief description of services/activities
	Planned \$	Planned %	Planned \$	Planned %	
a. Training/technical assistance to eligible entities			[If this is a one-year plan, these columns can be left blank]		[Not Fillable] These planned services/activities will be described in State Plan item 8.1
b. Coordination of State-operated programs and/or local programs					[Optional Narrative, 2500 characters] These planned services/activities will be described in State Plan section 9, State Linkages and Communication.
c. Statewide coordination and communication among eligible entities					[Optional Narrative, 2500 characters] These planned services/activities will be described in State Plan section 9, State Linkages and Communication.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need					[Narrative, 2500 characters]
e. Asset-building programs					[Narrative, 2500 characters]
f. Innovative programs/activities by eligible entities or other neighborhood groups					[REQUIRED Narrative, 2500 characters] Describe here or attach additional information.

Use of Remainder/Discretionary Funds					
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Year One		Year Two		Brief description of services/activities
	Planned \$	Planned %	Planned \$	Planned %	
g. State charity tax credits					[Narrative, 2500 characters]
h. Other activities, specify – innovative projects, communication, outreach, training and technical assistance					[Discretionary finds are made available as requested. The areas covered are specified in the proposal for funding. CAAs submit a proposal for innovative projects, communication, or for outreach needs. Training and/or technical assistance is also funded for the association's annual conference to provide training for all CAAs that contract with CSBG. All are considered for funding as requested.]
Totals	Auto- Calculated	Auto- Calculated	Auto- Calculated	Auto- Calculated	

7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. **[Check all that apply and narrative where applicable]**

- ☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **[4]**
- ☐ Other community-based organizations
- ☒ State Community Action Association
- ☐ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 2500 characters]**
- ☐ None (the State will carry out activities directly)

Note: This response will link to the corresponding CSBG assurance, item 14.2.

If this is the first year filling out the automated State Plan, skip the following question.

- 7.11. Performance Management Adjustment:** How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 3Sb, and will pre-populate the State's annual report form.

SECTION 8

State Training and Technical Assistance

- 8.1.** Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9(a), Use of Remainder/Discretionary Funds.)

Note: 8.1 is associated with State Accountability Measure 3Sc and may pre-populate the State's annual report form.

Training and Technical Assistance			
Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Dropdown options: <ul style="list-style-type: none"> FY1 – Q1 FY1 – Q2 FY1 – Q3 FY1 – Q4 FY2 – Q1 FY2 – Q2 FY2 – Q3 FY2 – Q4 Ongoing / Multiple Quarters All quarters 	Toggle Options: <ul style="list-style-type: none"> Training Technical Assistance Both 	Dropdown Options: <ul style="list-style-type: none"> Fiscal Governance/Tripartite Boards Organizational Standards – General Organizational Standards – for eligible entities with unmet standards on Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) Correcting Significant Deficiencies Among Eligible Entities Reporting ROMA Community Assessment Strategic Planning Monitoring Communication Technology Other 	<div style="background-color: yellow; padding: 5px;">[The use of Discretionary Funds and what constitutes an innovative program]</div> <p>If "Other" is selected in column 3, describe in this column</p>
ADD a ROW function Note: Rows will be able to be added for each additional training			

SAMPLE: The following is a sample of how this table can be completed:

Training and Technical Assistance			
Fiscal Year (FY) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY1 - Q1	Training	Fiscal	
FY1 - Q1	Technical Assistance	Monitoring	
FY1 - Q3	Both	Other	Conference to include but

Training and Technical Assistance			
Fiscal Year (FY) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
			T/TA
FY1 - Q4	Training	ROMA	
Choose an item.	Choose an item.	Choose an item.	

- 8.1a.** The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9): 5% [Prepopulated with the budget allocation for years one and two under 7.9a]

If this is the implementation year for organizational standards, skip question 8.2.

- 8.2.** Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards, if appropriate? ☐ Yes ☐ No

Note: 8.2 is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

- 8.3.** Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement? (Check all that apply.) [Check all that applies and narrative where applicable]

- ☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [All eligible entities will receive training]
- ☐ Other community-based organizations
- ☒ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other [Narrative, 2500 characters]

If this is the first year filling out the automated State Plan, skip the following question.

- 8.4. Performance Management Adjustment:** How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail. [Narrative, 2500 Characters]

Note: This information is associated with State Accountability Measures 3Sd and may pre-populate the State's annual report form.

SECTION 9

State Linkages and Communication

Note: This section describes activities that the State may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The State may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

- 9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe or attach additional information as needed. **[Check all that apply from the list below and provide a Narrative, 2500 Characters]**

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's annual report form.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☐ State Weatherization office
- ☒ State Temporary Assistance for Needy Families (TANF) office
- ☐ State Head Start office
- ☐ State public health office
- ☐ State education department
- ☐ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☒ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☐ Other

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the State plans to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). Attach additional information as needed. **[The State Administering Agency encourages collaboration with other agencies. One example is coordination to ensure that families who receive Temporary Assistance to Needy Families (TANF), Social Security Income (SSI), SNAP, and Medicaid are automatically eligible for CSBG services. The State Administering Agency works with eligible entities to establish linkages when delivering services to victims of natural disasters. Group eligibility is used in this area. Agencies sometimes provide staff to assist in providing services and emergency relief to victims. The State CSBG Program will continue to encourage and coordinate linkages between CSBG eligible entities and other community service agencies and local governments]**

to ensure that gaps in services are filled. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. CSBG funds continue to be used to enhance administrative functions in local CSBG Programs.]

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.

9.3. Eligible Entity Linkages and Coordination

- 9.3a State Assurance of Eligible Entity Linkages and Coordination:** Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Attach additional information as needed. **[The State of Georgia will continue to encourage, coordinate, and facilitate linkages between CSBG eligible entities and other community service agencies and local governments to ensure the effective delivery of services. Agencies are reminded and informed via the CSBG annual training and via the notification for monitoring review that linkages with other entities will be examined. When we conduct monitoring reviews, we review data in the client file as well as in the reporting system pertaining to the linkages to ensure that the gaps in services and referrals for such, are being provided.]**

Note: This response will link to the corresponding CSBG assurance, item 14.5.

- 9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:** Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. **[Linkages between CSBG eligible entities and other community service agencies and local governments ensure that gaps in services are filled. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.]**

Note: This response will link to the corresponding CSBG assurance, item 14.3b.

- 9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:** Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? ☐ Yes ☒ No

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a If the State selected “yes” under item 9.4, provide the CSBG-specific information included in the State’s WIOA Combined Plan. This information includes a description of how the State and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy. **[Narrative, 2500 Characters]**

9.4b. If the State selected “no” under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the State and by eligible entities providing activities through the WIOA system. **[State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act. Eligible entities participate on local Workforce Investment Boards]**

9.5. Emergency Energy Crisis Intervention: Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). **[Funds made available through this grant or allotment will be used to ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs (relating to low-income home energy assistance) are conducted. CSBG eligible entities operate emergency energy crisis intervention programs. The State Low Income Home Energy Assistance Program in the same office along with the CSBG program.]**

Note: This response will link to the corresponding CSBG assurance, item 14.6.

9.6. State Assurance: Faith-based Organizations, Charitable Groups, Community Organizations: Describe how the State will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the State’s assurance under Section 676(b)(9) of the CSBG Act. **[State and eligible entities will, to the maximum extent possible, coordinate programs with, and form partnerships with, other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. The State CSBG and LIHEAP Programs are members of the state’s Faith Based Community effort.]**

Note: this response will link to the corresponding assurance, item 14.9

9.7 Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources: Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act. **[Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to**

coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.]

Note: this response will link to the corresponding assurance, item 14.3c.

9.8. Coordination among Eligible Entities and State Community Action Association: Describe State activities for supporting coordination among the eligible entities and the State Community Action Association. **[Georgia DFCS will collaborate with eligible entities via GCAA to address the implementation of the organizational standards, the expectation to meet 100% of these standards, the identification of and the necessity for T/TA to meet the standards. Training and Technical Assistance is provided by the state at quarterly board meetings hen requested, and annually at the state GCAA conference. The state entity will work in association with GCAA to ensure that eligible entities have access to ROMA certification training for the purpose of having ROMA trainers in the State of Georgia. The state also works in conjunction with the state association to coordinate the Advisory Committee Workgroup.]**

9.9 Communication with Eligible Entities and the State Community Action Association: In the table below, describe the State’s plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.

Communication Plan			
Topic	Expected Frequency	Format (drop down)	Brief Description of “Other” [Narrative, 2500 characters]
	Dropdown Options: <ul style="list-style-type: none"> • Daily • Weekly • Twice-Monthly • Monthly • Quarterly • Semi-Annually • Annually • Other 	Dropdown Options: <ul style="list-style-type: none"> • Newsletter • Mailing • Meetings/Presentation • Blog • Email • Website • Social Media • Other 	If “Other” is selected in columns 2 and/or 3, describe in this column
Hearings	Annually	Meetings/Presentation	
State Plan Informational	Annually	Meetings/Presentation	
Policy Changes	As needed – prompted by federal mandate, state mandate, or processes changes	<ul style="list-style-type: none"> • Mailing • Meetings/Presentation • Email 	
Contract Development	Annually	Meetings/Presentation	
Contract Training	Annually	Meetings/Presentation	

Communication Plan			
Topic	Expected Frequency	Format (drop down)	Brief Description of "Other"
Scheduled Forums	Quarterly – Advisory Committee Meetings	Meetings/Presentation	
ADD a ROW function <i>Note: As many rows that are needed will be able to be added</i>			

- 9.10. Feedback to Eligible Entities and State Community Action Association:** Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures. **[The state will provide a performance report to the eligible entities within 60 calendar days of the State receiving feedback from OCS.]**

Note: This information is associated with State Accountability Measure 5S(iii). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

If this is the first year filling out the automated State Plan, skip the following question.

9.11. Performance Management Adjustment: How is the State adjusting the Communication plan in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the State's annual report form.

SECTION 10

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

- 10.1.** Specify the proposed schedule for planned monitoring visits including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist States in planning. States may indicate “no review” for entities the State does not plan to monitor in the performance period.

For States that have a monitoring approach that does not fit within the table parameters, attach the State’s proposed monitoring schedule.

Note: This information is associated with State Accountability Measure 4Sa(i); this response may pre-populate the State’s annual report form.

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of “Other”
Will auto-populate from item 5.1	Dropdown Options: <ul style="list-style-type: none"> • Full onsite • Newly Designated • Follow-up • Other • No review 	Dropdown Options: <ul style="list-style-type: none"> • FY1 Q1 • FY1 Q2 • FY1 Q3 • FY1 Q4 • FY2 Q1 • FY2 Q2 • FY2 Q3 • FY2 Q4 	Select a date	[Narrative, 2500 characters] If “Other” is selected in column 2, describe in this column
Area Committee to Improve Opportunities Now, Inc. (ACTION)	Other	FY1 Q4	Feb. 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)	Other	FY1 Q2	Jan. 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Clayton County Community Services Authority, Inc.	Other	FY1 Q2	July 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Coastal Georgia Area Community Action Authority, Inc.	Full onsite	FY1 Q2	Jun. 2013	
Coastal Plain Area	Other	FY1 Q2	Sept. 2015	Other – Desk Review –

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
Community Action Authority, Inc.				request submission of fiscal and programmatic documents for review
Community Action for Improvement, Inc. (CAFI)	Full onsite	FY1 Q2	July 2013	
Concerted Services, Inc.	Other	FY1 Q3	August 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
EOA Savannah – Chatham County, Inc.	Other	FY1 Q3	July 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Enrichment Services Program, Inc. (ESP)	Other	FY1 Q3	July 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Fulton-Atlanta Community Action Authority, Inc. (FACAA)	Full onsite	FY1 Q2	Jan. 2015	
Heart of Georgia CAC, Inc.	Full onsite	FY1 Q3	June 2013	
Macon-Bibb County Economic Opportunity Council, Inc.	Other	FY1 Q3	August 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Middle Georgia CAC, Inc.	Full onsite	FY1 Q3	June 2013	
Ninth District Opportunity, Inc.	Other	FY1 Q2	August 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
North Georgia Community Action, Inc.	Full onsite	FY1 Q3	March 2013	
Overview	Full onsite	FY1 Q3	April 2013	
Partnership for Community Action, Inc.	Full onsite	FY1 Q2	Oct. 2014	
Southwest Georgia CAC, Inc.	Other	FY1 Q4	Sept. 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
Tallatoona CAP, Inc.	Other	FY1 Q2	May 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
West Central Georgia CAC, Inc.	Full onsite	FY1 Q2	March 2013	
Cobb County Board of Commissioners	Other	FY1 Q4	May 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review
Henry County Board of Commissioners	Full onsite	FY1 Q4	July 2013	
Newton County Board of Commissioners	Full onsite	FY1 Q4	June 2015	
Spalding County Board of Commissioners	Other	FY1 Q4	May 2015	Other – Desk Review – request submission of fiscal and programmatic documents for review

10.2. Monitoring Policies: Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink. **[See Attachment D – Monitoring Policy and Procedure]**

10.3. Initial Monitoring Reports: According to the State's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities? **[a minimum of 45 days]**

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the State's annual report form.

Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings: Are State procedures for addressing eligible entity findings/deficiencies, and the documenting of closure of findings included in the State monitoring protocols attached above? X Yes ☐ No

10.4a. If no, describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of closure of findings. **[Narrative, 2500 characters]**

10.5. Quality Improvement Plans (QIPs): How many eligible entities are currently on Quality Improvement Plans? **[4]**

Note: The QIP information is associated with State Accountability Measures 4Sc.

10.6. Reporting of QIPs: Describe the State's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP? **[Corrective actions (Quality Improvement Plans – QIPs) are requested by the monitoring team and addressed in the final monitoring report. The service provider will be given 60 calendar days from the date of the final monitoring report to inform Georgia DFCS of the plan for addressing the findings, weaknesses and recommendations. Implementation of the corrective action plan must begin as indicated in the corrective action plan. The eligible entity will be notified of the acceptance of the corrective action plan by the Georgia DFCS. Corrective action plans must include the following:**

- **Date of board meeting at which the final monitoring report and Corrective Action Plan was reviewed by the board.**
- **Actions planned to correct findings and weaknesses**
- **Timeframes for completing planned corrective actions**
- **Staff, board, and/or financial resources assigned to ensure implementation of planned corrective actions**

Plans will be monitored for compliance with timelines and activities.]

Note: This item is associated with State Accountability Measure 4Sa(iii)).

10.7. Assurance on Funding Reduction or Termination: Does the State assure, according to Section 676(b)(8), that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)." X Yes ☐ No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes X No

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities. **[Department of Administrative Services, State Purchasing Division is an agency of the executive branch of state government created pursuant to the *Official Code of Georgia Annotated* Section 50-5-1. The State Purchasing Act establishes DOAS as the unit of state government charged with the responsibility for the establishment of contracts, leases, purchase orders or other agreements for the procurement of supplies, materials, equipment, services, and construction, and for overseeing statewide contracts and other contracts serving multiple state entities.**

Should a need arise whereby the State CSBG program must designate an eligible entity to provide services, the State CSBG Program must follow the policy set forth by the Department of Administrative Services for use by the Department of Human Services and the Division of Family and Children Services.

The Program must identify a need for the eligible entity and alert the Office of Contracts and Procurement. A request for proposals must be developed and circulated via the Department of Human Services and the Division of Family and Children Services website. Once the program has evaluated the proposals and identified a pool of eligible entities, a final entity is selected and awarded the contract.]

- 10.9.** Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? ☐ Yes ☒ No

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of new eligible entities. **[Failure to comply with the State plan, quality improvement plans (QIPs), or the prominent and proven evidence of fraud may result in reduction or termination of funding, or de-designation. The state will work closely with the agency to assist in meeting the requirements. However, if the agency will not comply, the issues will be escalated to State leadership, Office of Audits (as warranted), and Office of Inspector General (as warranted), as well as the Office of Community Services. Procedures to reduce or terminate funding will be initiated according to state and federal policies.]**

- 10.10.** Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? ☐ Yes ☒ No

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities. **[Eligible entity re-designation is subject to the procurement process – summarized in 10.8a]**

Fiscal Controls and Audits and Cooperation Assurance

- 10.11. Fiscal Controls and Accounting:** Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a). **[Georgia DFCS staff is responsible for fiscal reviews and control procedures. The state of Georgia complies with required annual reporting. All of the mandated information is reviewed, approved, and certified by DFCS Office of Budget and the Office of Financial Services and is submitted as required by specified deadlines. The completed reports are a compilation of State Financial System Reports and queries. The entities agree to maintain books, records, documents and other evidence pertaining to the costs and expenses of the contract. The office of financial services and the entity's accounting procedures and practices shall conform to GASB/GAAP and the costs properly applicable to the contract shall be readily ascertainable. Eligible entities are required to submit monthly financial reports, which detail by budget cost category the CSBG expenditures, as well as local funds. Expenditure reports are reviewed and approved by the Georgia DFCS staff prior to being sent to the Division's budget office for approval and to the Office of Financial Services for payment. Both the budget office and financial services use software to track expenditures and all other contractual transactions.]**
- 10.12. Single Audit Management Decisions:** Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. **[Each eligible entity enters into contract, which states that any eligible entity that expends \$750,000 or more in Federal funds during their fiscal year must have a single entity-wide audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 and the OMB Super Circular A-133. Contractors must submit the reporting package obtained at the culmination of the audit as well as additional documentation specified by the Department of Human Services (DHS) to the DHS Office of Inspector General (OIG) and the State Department of Audits and Accounts. DHS OIG will submit a copy to the Division of Family and Children Services Audits Department, who will submit a copy to the State CSBG Program Office. The State CSBG Program will request submission documentation from the eligible entity to ensure that the A-133 report has been submitted to the Federal Audit Clearinghouse. Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia, Annotated, state that failure to comply with these audit requirements could be cause for Georgia DFCS to suspend payments, to terminate a contract, to require a refund of all monies received under a contract and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.]**

Note: This information is associated with State Accountability Measure 4Sd.

- 10.13. Assurance on Federal Investigations:** Will the State “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act? X Yes ☐ No

Note: This response will link with the corresponding assurance, item 14.7

If this is the first year filling out the automated State Plan, skip the following question.

- 10.14. Performance Management Adjustment:** How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If this State is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the State’s annual report form.

SECTION 11

Eligible Entity Tripartite Board

- 11.1.** Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? **[Check all that applies and narrative where applicable]**
- ☐ Attend Board meetings
 - ☒ Review copies of Board meeting minutes
 - ☒ Track Board vacancies/composition
 - ☒ Other **[We request the submission of the board roster annually at contract submission as well as review the roster during monitoring reviews]**
- 11.2.** How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? **[Check all that applies and narrative where applicable]**
- ☒ Annually
 - ☐ Semiannually
 - ☐ Quarterly
 - ☐ Monthly
 - ☒ Other **[Upon request if alerted that a change to the board's composition has taken place. If an eligible entity's board is found to be inadequately represented by certain groups, the eligible entity will be required to respond within 10 business days of the receipt of the decision. The eligible entity's response must include a plan of action, with timetables, to fill the position on its board. If the position is not filled within the agreed upon timeframes, the eligible entity may have funds withheld until they are in compliance with state and federal law. When the CAA has filled the board position the CAA shall notify the CSBG manager or designee.]**
- 11.3. Assurance on Eligible Entity Tripartite Board Representation:** Describe how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board. **[Any petitioner in the service area of the CAA can request a petition form from the CAA or from the Georgia Division of Children and Family Services (DFCS), LIHEAP and CSBG Programs unit. The petitioner will submit the petition to the CSBG Program Director at the address on the petition form for determination of the merit of the petition. Acknowledgement of the receipt of the form will be provided to the petitioner within 15 business days from receipt of the petition form and a final decision will be made within 30 days, or prior to the next board meeting, whichever is greater. The CSBG Director may hold an unofficial hearing of the interested parties and/or gather the facts independently. A copy of the decision will be provided to the petitioner, the CAA Executive Director, and the Board Chair.]**

Note: This response will link with the corresponding assurance, item 14.10.

- 11.4.** Does the State permit public eligible entities to use, as an alternative to a Tripartite Board, “another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act. X Yes ☐ No

- 11.4a.** If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. **[County Governments receiving CSBG funds are required to establish an advisory committee, or a mechanism to assure representation of low-income individuals through an advisory committee composed of at least one-third individuals chosen through a democratic selection procedure and are representative of low-income persons and live in the neighborhood served and are able to participate actively in the development, planning, implementation and evaluation of CSBG programs.]**

Section 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: What is the income eligibility threshold for services in the State? **[Check one item below.]**

☒ 125% of the HHS poverty line

☐ X % of the HHS poverty line (fill in the threshold): _____% **[insert up to a 3 digit percentage]**

☐ Varies by eligible entity

12.1a. Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition. **[Assistance is provided for individuals and families having income at or below one hundred twenty-five percent (125%) of the poverty income level as allowed in the statute, unless changed by subsequent legislation.]**

12.2. Income Eligibility for General/Short Term Services: For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance. **[Eligible entities are required to verify the income of all clients requesting CSBG services, regardless of practicality. When needed, the State CSBG office can request that the eligible entity provide client information directly from the Easy Track system, including income verification documentation. At on-site monitoring reviews, that state reviews client files, which must contain copies of income statements, copies of identification documents, and other items that may have been requested that can be used to verify income.]**

12.3. Community-targeted Services: For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities? **[Eligible entities are to require to submit Project Application Plans (service plans) are based on their community's needs assessment, for use of CSBG funds. PAPs include new plans or projects an eligible entity would like to undertake or partner with an organization to implement to address a need. As a part of the onsite reviews conducted by the State CSBG Program, the PAPs, client files, and program/project files are reviewed.]**

SECTION 13

Results Oriented Management and Accountability (ROMA) System

- 13.1. ROMA Participation:** In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? **[Check one]**

Note: This response will also link to the corresponding assurance, item 14.12.

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

13.1a. If ROMA was selected in item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA. **[The State and all eligible entities in the State participate in the Results Oriented Management and Accountability System or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. [See Attachment E for guidance and policies on ROMA]**

13.1b. If ROMA was not selected in item 13.1, describe the system the State will use for performance measurement. **[Narrative, 2500 characters]**

- 13.2.** Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act? **[The state measures outcomes via the National Performance Indicators (NPIs) and the OCS organizational standards. Each PAP must include outcome measures for every service and activity. Georgia DFCS uses these measures to evaluate the performance of the eligible entities performance in meeting the goals and standards. All eligible entities currently provide monthly reports on outcomes. Eligible entities are instructed to review the program or service when outcomes are not being met.]**

Note: This response will also link to the corresponding assurance, item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

- 13.3.** How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)? **[Georgia DFCS contract requires that agencies use the latest version of Easy Track for statewide ROMA and NPI tracking and reporting system.]**

Georgia DFCS continues to fund ROMA training from discretionary funds and to send state and CSBG staff to these training sessions. The most recent full training was held October,

2012. Currently, certification completion efforts are ongoing for those who have completed the coursework.]

Note: The activities described under item 13.3 may include activities listed in “Section 8: Training and Technical Assistance.” If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.

- 13.4. Eligible Entity Use of Data:** How is the State validating that the eligible entities are using data to improve service delivery? **[Project Application Plans are developed from the results of the needs assessments, and program/activities are designed based on the identified local needs and unmet needs. Data is being validated as it is entered in the tracking system- Easy track. Eligible entities are contractually required to use the latest form of the system for statewide data collection, tracking, and reporting. The project application plans (provided to denote service plans) are developed in the Easy track system and must include outcome measures and activity. Entities must provide monthly reports on outcomes and are required to review and revise programs when service outcomes are not being met.]**

Note: This response will also link to the corresponding assurance, item 14.12.

Community Action Plans and Needs Assessments

- 13.5.** Describe how the State will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. **[Each eligible entity is required to submit a current comprehensive Needs Assessment annually with the Project Application Plan (PAP) in order to be in compliance with the fiscal and administrative compliance of the CSBG program.]**

Note: this response will link to the corresponding assurance, item 14.11.

- 13.6. State Assurance:** Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. **[The State of Georgia requires needs assessments to be completed at least once every three years by each CSBG eligible entity. The assessment summary must outline current needs, new or projected needs, and it should encompass those needs that shall remain unmet. See Attachment F.]**

Note: this response will link to the corresponding assurance, item 14.11.

SECTION 14

CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A): Describe how the State will assure “that funds made available through grant or allotment will be used –

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) to secure and retain meaningful employment;
 - (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - (iv) to make better use of available income;
 - (v) to obtain and maintain adequate housing and a suitable living environment;
 - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

[The State CSBG program requires all eligible entities to submit Project Application Plans specifically targeted to address the needs of the low income community as a part of their requests for funding. The Project Application Plan (PAP) includes all services and programs that use CSBG funding for the purpose of removing barriers to self-sufficiency as well as to provide resources to

obtain and maintain well-being and self-sufficient lifestyles. The programs and services are linked to these assurances.]

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the State will assure “that funds made available through grant or allotment will be used –

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
 - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - (ii) after-school child care programs;

[The State of Georgia reviews all PAPS to ensure that youth development remains a service of eligible entities. Special Initiatives have been, and will continue to be, supported by providing discretionary funding when available as well as monitoring for youth programs. The IS survey youth data is also reviewed and discussed with the eligible entities to ensure that programs also target youth development and correctly report the data.]

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the State will assure “that funds made available through grant or allotment will be used –

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

[The State CSBG Program encourages, coordinates and facilitates memorandums of understanding with state and local Departments of Family and Children Services who administer welfare reform. Most Community Action Agencies have one or more Memorandum of Understandings (MOUs) for employment services such job readiness classes and counseling, job placement, etc.]

State Use of Discretionary Funds

14.2 676(b)(2) Describe “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with

this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.”

Note: the State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

[No response; links to items 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) “Based on information provided by eligible entities in the State, a description of...”

Eligible Entity Service Delivery System

14.3a. 676(b)(3)(A) Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;

[Funds are distributed to all twenty-four (24) eligible entities based on a formula adopted by the State Department and a committee of representatives from eligible entities. Eligible entities must submit a Project Application Plan annually. Programs or services administered by each entity must be used to support activities and services designed to assist low-income families and individuals to become self-sufficient. Each eligible entity will conduct a Needs Assessment in their service delivery area to determine the needs of the community. Programs administered by the local agencies should be guided by the results of the Needs Assessment. Outcomes are measured using ROMA National Performance Indicators and are in accordance with the Office of Community Services Center of Excellence Organizational Standards.]

Eligible Entity Linkages – Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.”

Note: the State describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response; links to 9.3b.]

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Note: the State describes this assurance in the State Linkages and Communication section, item 9.7.

[No response; links to 9.7]

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

[Eligible entities are encouraged to be creative in their approaches to helping the low-income population to become self-sufficient. The State Administering Agency, in collaboration and cooperation with the Georgia Community Action Association, will continue to work on initiatives on the State and Local levels. Through technical assistance and training, the State Administering Agency will continue to coordinate and assist in bringing agencies together in their service delivery areas, in order to provide the best services for the low-income population. Some examples of community and neighborhood-based initiatives that eligible entities will continue to coordinate include:

- **Financial Management**
- **Housing Programs – Foreclosure assistance**
- **Prescription Drug Programs**
- **Youth Build Program**
- **Community Health Initiatives**
- **Fatherhood Initiative**
- **Nurse’s Aide Training Program**
- **After School Enrichment Program**

The State Administering Agency will continue to assist entities with their involvement in innovative initiatives.]

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the State will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods,

and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

[Each eligible entity providing services will meet the requirements of this assurance as specified in their Project Application Plan. Project Application Plans submitted by the eligible entities outline how these programs operate in their service delivery area. Activities/services in this category provide emergency assistance through direct services, loans, grants, or referrals to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, utilities and employment related services.]

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

- 14.5. 676(b)(5)** Describe how the State will assure “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

Note: The State describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

[No response; links to items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

- 14.6. 676(b)(6)** Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Note: The State describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.

[No response; links to 9.2 and 9.5]

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: the State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

[No response; links to 10.13]

Funding Reduction or Termination

- 14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

Note: the State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

[No response; links to 10.7]

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

- 14.9. 676(b)(9)** Describe how the State will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Note: the State describes this assurance in the State Linkages and Communication section, item 9.6.

[No response; links to 9.6]

Eligible Entity Tripartite Board Representation

- 14.10. 676(b)(10)** Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Note: the State describes this assurance in the Eligible Entity Tripartite Board section, 11.3

[No response; links to item 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

- 14.11. 676(b)(11)** Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

[No response; links to items 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

- 14.12. 676(b)(12)** Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

[No response; links to 13.1, 13.2, 13.3, and 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

- 14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

- ☒ By checking this box, the State CSBG authorized official is certifying the assurances set out above.

SECTION 15

Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

15.1 Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title

31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

X By checking this box, the State CSBG authorized official is providing the certification set out above.

15.2 Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) **[Narrative, 2500 characters]**

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

- X By checking this box, the State CSBG authorized official is providing the certification set out above.

15.3 Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was
- (3) placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (4) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (7) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- X By checking this box, the State CSBG authorized official is providing the certification set out above.

15.4 Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of

the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

X By checking this box, the State CSBG authorized official is providing the certification set out above.